

# BUDGET LETTER

|   |                                    |
|---|------------------------------------|
|   | <b>NUMBER:</b> 13-04               |
| <b>SUBJECT:</b> Out-of-State Travel Requests—Approval by the Governor's Office                              | <b>DATE ISSUED:</b> April 24, 2013 |
| <b>REFERENCES:</b> Government Code Sections 11032 and 13030, State Administrative Manual Sections 0760-0765 | <b>SUPERSEDES:</b> BL 12-05        |

**TO:** Agency Secretaries  
Department Directors  
Departmental Budget Officers  
Departmental Accounting Officers  
Department of Finance Budget Staff

**FROM:** The Governor's Office

This Budget Letter reminds state departments, boards, agencies, and commissions of the requirements of Out-of-State Travel (OST) blankets and individual OST requests, including travel to foreign countries. This process also applies to employees of the constitutional officers.

Similar to last year's process, the OST blanket will have two separate components. The first section should only include trips that meet specific mission critical criteria (defined below) and will only require approval from the Department Director **and** the Agency Secretary (or a commensurate level). The second section would include trips that are discretionary but your agency believes represent a benefit to the state and should be considered for approval by the Governor's Office. Particular attention should be given to the criteria—if a trip provides a benefit but is not required, then it falls into the discretionary category.

Each trip listed in the first section should contain the following information:

- Purpose of the trip and mission critical criteria it meets.
- Destination.
- Projected cost of the trip and the source of funding.
- Number of travelers and role of each traveler.

Each trip listed in the second section must contain the following information:

- Purpose of the trip and an explanation why it is in the best interest of the state.
- Destination.
- Projected cost of the trip and the source of funding (state the fund name as shown in the Governor's Budget).
- Number of travelers and role of each traveler.
- Impact if the trip is denied.
- Impact of the traveler's absence on regularly assigned duties.

## **Mission critical criteria:**

- Enforcement responsibilities (this includes only actual enforcement activities, not training or meetings).
- Auditing.
- Revenue collection.
- A function **required** by statute, contract, or executive directive.

- Job-required training necessary to maintain licensure or similar standards **required** for holding a position.
- Equipment inspection as **required** by a contract.
- Meetings or training **required** by a grant or to maintain grant funding.
- Litigation related (depositions, discovery, or testimony).
- Requests by the Federal Government to appear before committees.

Mission critical **does not** mean travel to attend:

- Conferences, meetings, or seminars (even those that historically have been attended, or if a request has been made for your department or an individual to make a presentation).
- Networking opportunities.
- Professional development courses.
- Continuing education classes/seminars.

All OST blankets for fiscal year 2013-14 must be submitted directly to the Governor's Director of Operations by **May 24, 2013**. This deadline provides adequate time for review and approval of OST blankets, and should prevent travel disruptions by reducing the need for departments to submit individual trip requests for travel already included in a blanket that has not yet been approved. Your OST blanket submission will only be accepted on the most recent version of the STD. 260 (REV 4/2012), which can be found by clicking this link: <http://www.documents.dgs.ca.gov/osp/pdf/std260.pdf>. Submissions on out-of-date forms will be returned.

If a department has a travel request that needs consideration before their blanket has been approved, or if it meets the criteria specified below, these guidelines should be followed.

Departments are required to submit individual OST requests when:

- 1) A department's OST blanket has been submitted but not yet approved by the Governor's Office.
- 2) The trip is not covered by SAM Section 0762.
- 3) The trip involves unusual circumstances, public interest, or possible questions of propriety. Some examples include: trips to Hawaii, Alaska, territorial possession, foreign countries; trips involving an extended period of time; and requests to add persons to a trip listed in the approved blanket travel plan.
- 4) The trip is funded from a non-federal grant.

The individual trip requests must be submitted on the OST Approval Request Form (STD. 257 REV 4/2012), which can be found by clicking this link: <http://www.documents.dgs.ca.gov/osp/pdf/std257.pdf>. These requests must be received by the Governor's Director of Operations at least 14 days before travel is scheduled to begin. It is important to note that only submissions on the current form will be accepted. All others will be returned.

If departments do not adhere to this timeframe and if the forms are not filled out accurately and completely, the request may be denied and individual employees will not be reimbursed for travel costs or may be subject to other consequences. Please refer to SAM (Section 0761, 0764 and Government Code Section 13030) for additional information regarding the consequences of non-compliance with OST requirements.

Please submit all OST blankets to the Governor's Director of Operations by the **May 24, 2013** deadline. The original blanket or individual OST request must be submitted and routed via a transmittal memorandum through your Agency and sent to:

Office of the Governor  
Attn: Director of Operations

The transmittal memorandum must include the name of a contact person with e-mail and phone number, should follow up or clarifications be necessary.

/s/ Todd Jerue

TODD JERUE  
Chief Operating Officer